

Change a Designated County

Note: Workers who are not from the designated county have limited access to the provider record, and are not able to process provider address modifications.

1. From the desktop, go to the Providers tab. Click on the name of the provider. This will open the Home Provider page.

The screenshot shows the eWISACWTS desktop interface. The top navigation bar includes links for Home, Cases (39), Providers (15), Workers (2), Approvals (70), Access Reports (1), JCPC Referrals (0), Home Inquiries (0), and Quick Links. The Providers tab is selected. Below the navigation bar, the provider 'Badger, Bucky (9221596)' is highlighted with a red circle and a mouse cursor. The provider details are displayed in a table-like format:

Provider details: Foster Home Level 2 License status: Active-Regular Des: Milwaukee	Provider address: 123 Trail Drive Racine, WI 53401 (Price County)	Primary worker/licensor: Evergreen, Evan evan@evanville.com	Actions: Please select an action ▼
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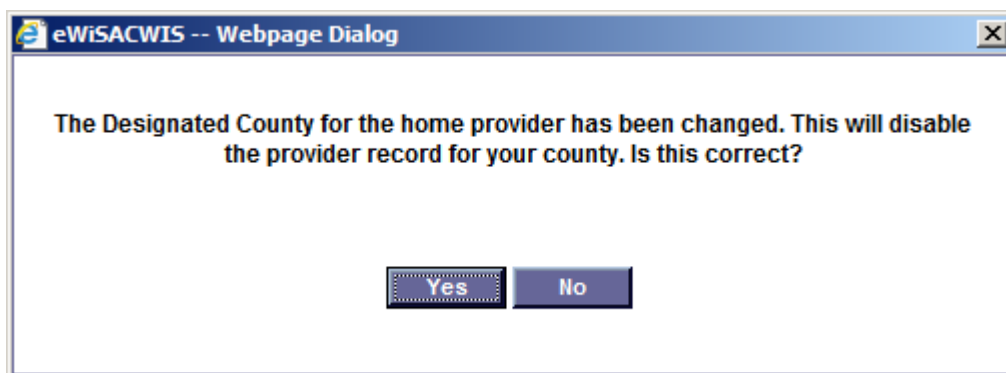
Below the table, there is a button labeled '+ View provider information'.

2. On the Home Provider page, in the Designated County drop-down in the Additional Information group box, select the county you would like to change the designated county to. The drop-down contains values of all counties in Wisconsin. The county that holds the current license to this provider should be selected.

Note: For an out-of-state foster home, the Wisconsin county placing the child should be the designated county.

The screenshot shows the 'Home Provider' page in a Windows Internet Explorer browser window. The page title is 'eWiSACWIS'. The 'Basic' section includes fields for Name (Bucky Badger (9221596)), Open Date (07/21/2008), Type (Foster Home), Status (Open), Lcns. Type (BMCW), Lcns. Agency (BMCW - CSSW), and a checkbox for 'Restricted Provider'. Below this is a tabbed interface with 'Home' selected. The 'Home Information' section shows details for Parent 1 (Badger, Bucky) and Parent 2 (Badger, Momma), including address, phone, and email. The 'Additional Information' section includes 'Marital Status' (Married Couple), 'Primary Language' (English), and 'Designated County' (Milwaukee, which is circled in red). Other sections include 'Emergency Contact Information' and 'Additional Contact Information'. At the bottom, there are 'Options' and 'Go' buttons, and 'Save' and 'Close' buttons.

3. Click Save. You will receive the following pop-up message



4. Click Yes. This will freeze the Home Provider page. Click Close.